

**APPROVED MINUTES  
BROOKFIELD ZONING COMMISSION  
SPECIAL MEETING  
THURSDAY – November 7, 2013 – 6:00 P.M.  
MEETING ROOM #209 – TOWN HALL, 100 POCONO ROAD**

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**1. Convene Meeting:**

**Present:** Chairman R. Blessey, Vice Chairman M. Grimes (via teleconference), Secretary F. Lollie (arrived at 6:58 p.m.), Alternate and Voting Members M. Frankel, J. Cordisco, J. Varda (arrived at 6:12 p.m.)

**Absent:** L. Miller, C. Lynch

**Also Present:** Community Development Director K. Daniel, Zoning Enforcement Officer A. Dew, Recording Secretary D. Cioffi, C. Gould and F. Gomes, Fitzgerald & Halliday; A. Adams, CCA; J. Didona; J. Salame and R. Brown, Historical Commission; C. Nehring, Architect

**2. Work Session - Design Guidelines:**

CDD Daniel advised that the purpose of this evening's meeting is to discuss design guidelines related to public places, building style, building mass and signage.

C. Gould referenced the first Draft of Design Guidelines, and asked Commissioners to review them and communicate questions and comments via CDD Daniel. F. Gomes indicated that the Commissioners' ideas will assist in developing an on-line survey for Town residents to complete.

*Commissioner Varda arrived at 6:12 p.m.*

Mr. Gomes then reviewed examples of public spaces via a slide presentation. Chairman Blessey noted that attractive elements for public space include: a mix of sun /shade, a place to sit, adequate lighting and reduced traffic noise. Commissioner Frankel discussed the following elements identified at a workshop she attended: community destination, architecture, engagement, welcoming, and art. She suggested that the Arts Commission be involved in developing public space in the area.

Chairman Blessey reminded Commission members that the guidelines, once drafted, will be used by individuals developing smaller parcels. Commissioner Varda inquired if multiple developers could collaborate and develop a larger portion of public space. There was discussion regarding banking public space areas, for development of a destination space, such as a library. CDD Daniel redirected the Commission's discussion to developing guidelines for incentive housing projects.

J. Didona recommended that a "thematic" look be utilized for public spaces. She further suggested that the landscaping include native plantings, no invasives, rain gardens and elements that promote sustainability. With regard to signage, she encouraged the Commission to not be too restrictive and risk losing character of the Town. Mr. Nehring noted that Westport has good model regulations for signage. Ms. Didona also suggested that the Commission promote the bike trail in a fashion similar to the way Millerton, New York has.

*At this time (6:30 p.m.), Ms. Didona left the meeting.*

Additional photographs of public space areas were reviewed. Commission members indicated a preference for green lawn rather than paving.

CDD Daniel advised that the meeting was being recorded and any party interested could have a copy of the recording.

F. Gomes encouraged the Commissioners to note the materials they found appealing while viewing the images. Images from Bar Harbor, Maine were reviewed. Mr. Gomes asked the Commissioners to consider their thoughts on ornamental elements in public spaces, such as clocks and directories.

Chairman Blessey explained that the applications will be reviewed via a site plan approval process by Land Use Staff, with a pre-application meeting.

Ms. Gould advised that the language should be clear and specific enough to convey to potential developers what the Commission is looking for. There was discussion regarding how public space should appear connected to municipal space.

Commissioner Frankel suggested that annuals be proposed for landscaping so that property owners will plant every season. Several individuals present noted a preference for landscaping walls rather than benches.

Images of building style were then reviewed. The Commissioners indicated a preference for building styles that included “breaks” in the design.

*Chairman Blessey left the meeting at 6:56 p.m.*

There was discussion regarding the attractiveness of window heads, dormers, and front porch.

*Secretary Lollie arrived at 6:58 p.m.*

There was discussion regarding prioritizing pedestrian access over automobile circulation, and it was suggested that the same material used on sidewalks be used for cross walks, rather than striping.

*B. Brown and J. Salame left the meeting at 7:00 p.m.*

There was discussion that too much variety in building style would appear “chaotic”. The building height limit of 42’ was noted. There was additional discussion regarding utilizing specific terms in the regulations, and terms such as, “New England architecture”.

Commissioner Frankel indicated her displeasure with palladium windows.

The Commission agreed that details in the language are favorable, and that hanging signs are preferred.

Commissioner Frankel advised that it was discussed in a previous meeting that the Commission would minimize signs and allow sandwich board signs.

There was discussion regarding the survey results as they related to sidewalk materials.

*ZEO Dew left the meeting at 7:25 p.m.*

Other examples of signs were reviewed.

Various forms of roofs and dormers were viewed. Two examples from Farmington were discussed.

There was discussion regarding building massing for incentive housing developments.

It was noted that the quality of the design is the most important consideration. Additionally, for low-pitched roofs, the importance of the cornice is greater. Other details such as awnings and porticos were noted.

Commissioner Frankel noted that she did not like the massing, windows and materials on some of the examples of corporate architecture. Mr. Gomes indicated that he could make a list of “examples not to include”.

*Commissioner Cordisco left the meeting at 7:51 p.m.*

There was discussion regarding lighting specifications, and examples were reviewed. Preferences included: poles that are not too tall; light posts with planters, ground lighting for signs and sidewalks, bollard lighting, seasonal banners, minimal ornamentation and lantern lamp posts.

Mr. Gomes indicated he would obtain more examples of lighting to show the Commission members.

There was discussion regarding the “Main Street” organization that offers assistance to municipalities.

CDD Daniel advised that the next regularly scheduled meeting on November 14, 2013, will start at 6:00 p.m. in order to refine the Commissioners’ thoughts. Another special meeting may be held on November 21, 2013. The slides will be set, and there will be public workshop at the Brookfield Library on December 5, 2013. C. Gould will offer suggestions for activities at the workshop.

F. Gomes noted the favorable response to the last survey of over 1,000 residents.

Commissioner Varda discussed the possible conversion of gas station awnings at Four Corners.

There was discussion regarding offering incentives for redeveloping the gas stations. C. Gould reported that there is no record of contamination at those sites; however, CDD Daniel advised that there has been ongoing remediation on those lots. Commissioner Frankel suggested that the Commission request that the Board of Selectmen to offer incentives for that development.

### **3. Adjourn**

**Secretary Lollie moved to adjourn the meeting at 8:13 p.m. Commissioner Varda seconded the motion, and it carried unanimously.**

**\*\*\*Next regular meeting scheduled for November 14, 2013\*\*\***